



Voicemail Shortcuts

Commands When Listening to Voicemail Messages

- ① ● Rewind message
- ② ● Pause/resume
- ③ ● Fast-forward
- ③ ③ Fast-forward to end
- ④ ● Slow playback
- ④ ④ Slower playback
- ⑤ ● Play message properties
- ⑥ ● Fast playback
- ⑥ ⑥ Faster playback
- # ● Skip message
- # # Skip + save as new

Commands After Listening to Voicemail Messages

- ① ● Skip back
- ④ ● Replay message
- ⑤ ● Play message properties
- ⑥ ● Forward message
- ⑦ ● Delete
- ⑧ ● Reply
- ⑧ ② Reply to all
- ⑨ ● Save
- # ● Save as is

NASA HQ VoIP



Telephone Features and Voicemail Shortcuts

Visit the VoIP web site
for more information
<http://voip.hq.nasa.gov>

Contact the Help Desk for any issues,
202-358-HELP or
service@hq.nasa.gov

Cisco VoIP Phone Features . . .

- 1 Programmable buttons**
Depending on configuration, programmable buttons provide access to:
- Phone lines (line buttons)
 - Speed-dial numbers (Speed-dial buttons)
 - Web-based services (For example, a Personal Address Book button)
 - Phone features (For example, a Privacy button)

- 2 Footstand button**
Allows you to adjust the angle of the phone base.

- 3 Display button**
Awakens the touchscreen from power-save mode or disables it for cleaning.

- 4 Messages button**
Auto-dials your voice message service.

- 5 Directories button**
Opens/closes the Directories menu. Use it to access call logs and corporate directories.

- 6 Help button**
Activates the Help menu.



- 10 Speaker button**
Toggles the speakerphone on or off.

- 11 Mute button**
Toggles the Mute feature on or off.

- 12 Headset button**
Toggles the headset on or off.

- 13 Navigation button**
Allows you to scroll through menus and highlight items. Use in conjunction with softkeys to activate highlighted items. Also, while the phone is on-hook, press the Navigation button to access phone numbers from your Placed Calls log.

- 14 Keypad**
Allows you to dial phone numbers, enter letters, and choose menu items.

- 15 Softkey buttons**
Each activates a softkey option (displayed on your touchscreen).

- 16 Handset light strip**
Indicates an incoming call or new voice message.

- 17 Touchscreen**
Shows phone features.

- 7 Settings button**
Opens/closes the Settings menu. Use it to control touchscreen appearance and ring sounds.

- 8 Services button**
Opens/closes the Services menu.

- 9 Volume button**
Controls the volume and other settings.

